

# Pre-bid Meeting Talking Points

**Project Name: 2016-2017 Asphalt Overlay Task Order Contract  
Package 8** \_\_\_\_\_

## **A. Review of Contract Requirements/Expectations**

- Type of Contract: low-bid
- Calendar Days: 180
- Estimated Construction Cost: \$ 5,000,000.00
- Required Forms
  - Please ensure to sign and date the 010, 025, and any/all Addendum acknowledgment forms.
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  - SBEDA Requirements: \_\_\_\_\_
- Insurance & Bonds (Must be submitted within 10 days of contract award)
  - Certificate of Insurance (Article 11: General Conditions)
  - Waiver of Subrogation
  - Additional Insured
  - Payment and Performance Bonds

## **B. Submission of Questions**

- Written questions are due June 29, 2016.
- Responses to questions presented subsequent to Pre-bid Meeting, if any, and received prior to the deadline for questions will be answered via addendum.

## **C. Post Meeting Information –**

- Review Website (<http://epay.sanantonio.gov/RFPListings/>)
- Summary of Pre-bid Meeting including questions/responses and a list of attendees;

## **D. Restriction on Communication (040 Form, Section 12)**

- Respondents are prohibited from communication with the city staff and city officials regarding this solicitation with the following exceptions.
  - SBEDA Staff may be contacted for assistance.
  - Written questions and comments concerning the solicitation shall be sent to the pm and directed to the consultant. These questions must be received no later than the deadline date and time.

## **E. Submission of Responses**

- All bids submissions are due July 12, 2016.
- Hand Delivery Location: City Clerk's Office, 1<sup>st</sup> Floor of City Hall at 100 Military Plaza (SW corner of Commerce and Flores), see map on reverse.
- Contractor shall create and maintain the Project Schedule using project management scheduling software compatible with Owner's project management scheduling software.

**Are there any questions at this time?**